

The following is a list by IBPS number of the data entries that the PBCA is required to make in REMS.

**IBPS #1 Management and Occupancy Reviews.**

REMS Screens: Property Management / Management Review Detail

Entries: Scheduled Date  
Review Type  
Person/Role Responsible for Review  
Performed Date  
Report Date  
Overall Rating  
Owner Response Due (Yes/No)  
Response Due Date  
Response Received Date  
Closed Date

CAOM database measurement: Compares the Report Date with the Performed Date to see if the report was issued within 30 days of the review

**IBPS #2 FH&EO Reviews**

REMS Screen: Project Actions

Entries: Action Group: Contract Administrator Activities

Action: "Submitted FHEO Report to HUD Date"

Closed Date: The date on which the FHEO report (checklist) was submitted to HUD

CAOM database measurement: Compares the date on which the FHEO report (checklist) was submitted to HUD (Closed Date on the project action) with the last Performed Date on the Management Review Detail screen to see if the report was submitted within 30 days of the review

Note: If a project action was entered in error, enter "Cancelled" as the Reason for Closure.

**IBPS #3 Rent Adjustments**

REMS Screen: Project Actions

Entries: Action Group: Contract Administrator Activities

Action: "Rent Adjustment Request Received From Owner and Rent Process Was Completed"

Action Start Date: The date on which the complete and acceptable package was received from the owner

Closed Date: The date on which the rent process was completed and a determination letter, with the approved rent schedule or Exhibit A, was sent to the owner/agent.

CAOM database measurement: Compares the completion date (Closed Date) with the receipt date (Action Start Date) to see if the rent process was completed within 30 days

Note: If a project action was entered in error, enter "Cancelled" as the Reason for Closure.

**IBPS #4(a) Opt Outs**

REMS Screen: Project Actions

Entries: Action Group: Contract Administrator Activities

Action: "Opt-Out Notice Received From Owner and Forwarded to HUD"

Action Start Date: The date on which the opt-out notice was received from the owner

Closed Date: The date on which the opt-out notice was forwarded to HUD  
CAOM database measurement: Compares the forwarded date (Closed Date) with the received date (Action Start Date) to see if the opt-notice was forwarded to HUD within 1 business day of its receipt

Note: If a project action was entered in error, enter “Cancelled” as the Reason for Closure.

#### **IBPS #4(b) Contract Terminations**

REMS Screen: Project Actions

Entries: Action Group: Contract Administrator Activities

Action: “Recommendation for termination prepared and forwarded to HUD”

Action Start Date: The date on which the recommendation for termination was prepared

Closed Date: The date on which the recommendation for termination was forwarded to HUD

CAOM database measurement: Compares the forwarded date (Closed Date) with the prepared date (Action Start Date) to see if the recommendation for termination was forwarded to HUD within 1 business day of its preparation

Note: If a project action was entered in error, enter “Cancelled” as the Reason for Closure.

#### **IBPS #5(a) Resident Data Sent to HUD (Opt-Outs)**

REMS Screen: Project Actions

Entries: Action Group: Contract Administrator Activities

Action: “Resident Data Sent to HUD Date”

Closed Date: The date on which the preliminary resident data was sent to HUD

CAOM database measurement: Compares the Closed Date (the date on which the preliminary resident data was sent to HUD) with the contract expiration date on the Subsidy Status Screen to see if the resident data was sent to HUD at least 90 days prior to the expiration date.

Note: This IBPS presupposes the previous entry of a Project Action of “Opt-out Notice Received from Owner and Forwarded to HUD” (See IBPS #4 above)

Note: If a project action was entered in error, enter “Cancelled” as the Reason for Closure.

#### **IBPS #5(b) Resident Data Sent to HUD (Terminations)**

REMS Screen: Project Actions

Entries: Action Group: Contract Administrator Activities

Action: “Projected Termination Date”

Closed Date: The projected termination date

Action: “Resident Data Sent to HUD Date”

Closed Date: The date on which the preliminary resident data was sent to HUD

CAOM database measurement: Compares the date on which the preliminary resident data was sent to HUD (the second Closed Date) with the projected termination date (the first Closed Date) to see if the resident data was sent to HUD at least 90 days prior to the projected termination date.

Note: This IBPS presupposes that a Project Action of “Opt-out Notice Received from Owner and Forwarded to HUD” has **not** been previously entered in REMS. (See IBPS #4 above)

Note: If a project action was entered in error, enter “Cancelled” as the Reason for Closure.

**IBPS #6 Voucher Review**

REMS Screens: None

Entries: None

Submissions: Hard copy of the document that lists the payments with amounts and dates

CAOM measurement: Comparison of the payment and dates against TRACS voucher detail reports or LOCCS screens.

**IBPS #7 Notice of Corrective Action**

REMS Screens: None

Entries: None

Submissions: Notification to HUD of all necessary corrective actions using a quality control tracking log

CAOM measurement: Comparison of the date on which the voucher was certified with either the date on which the notice of corrective action was sent to HUD (to see if within 10 days) or the date on which the corrective action was completed (to see if within 30 days)

**IBPS #8 Tenant Income Verification**

This IBPS is suspended at the present time

**IBPS #9 Life-Threatening Health and Safety Issues**

REMS Screen: Project Actions

Entries: Action Type: Contract Administrator Activities

Action: "Resident notified CA of LTH&S issues and CA notified owner of these issues"

Action Start Date: The date on which a resident notified the PBCA of LTH&S issues

Closed Date: The date on which the PBCA notified the owner/agent

CAOM database measurement: Compares the date and time on which the PBCA notified the owner (Closed Date) with the date and time on which the resident notified the PBCA (Action Start Date) to see if the owner was notified within 1 hour.

Note: If a project action was entered in error, enter "Cancelled" as the Reason for Closure.

**IBPS #10 Non-Life-Threatening Health and Safety Issues**

REMS Screen: Project Actions

Entries: Action Type: Contract Administrator Activities

Action: "Resident notified CA of NLTH&S issues and CA notified owner of these issues"

Action Start Date: The date on which a resident notified the PBCA of NLTH&S issues

Closed Date: The date on which the PBCA notified the owner/agent

CAOM database measurement: Compares the date on which the PBCA notified the owner (Closed Date) with the date on which the resident notified the PBCA (Action Start Date) to see if the owner was notified within 2 business days.

Note: If a project action was entered in error, enter "Cancelled" as the Reason for Closure.

**IBPS #11-13 No REMS Entries**

CAOM Measurement: Based on the annual due dates

**IBPS #14 Contract Renewal**

REMS Screens: Section 8 Renewals

Entry: Enter a new renewal

REMS Screen: Renewal-Contract/Option Selection

Entries: all applicable entries, including:

Renewal Status  
Renewal Fiscal Year  
Renewal Option  
Date Owner Signed Submission  
Date Owner Submission Received  
REMS Screen: Renewal Option Details  
Entries: all applicable entries, including:  
Renewal Type  
Renewal Contract  
Comparability Study  
Renewal Budget  
Rent Potentials  
HUD Approved Rent (OCAF, AAF, Budget Based)  
Renewal Rent Effective Date  
Rents Final for Contract Exhibit  
Rents Final for Contract Exhibit Date  
Amend Rents Effective Date  
Amend Rents Expiration Date

REMS Screen: Project Actions

Entries: Action Type: Contract Administrator Activities

Action: "Executed Contract Sent to HUD Date"

Action Start Date: The date on which the complete and acceptable renewal package was received from the owner

Closed Date: The date on which the executed contract was sent to HUD (Ft. Worth Accounting Office)

CAOM database measurement: Compares the date on which the executed contract was sent to HUD (Closed Date) with the date on which the complete renewal package was received from the owner (Action Start Date) to see if the contract was renewed within 60 days of receipt of the renewal package. The CAOM looks for evidence of excusable delays and the PBCA's follow-ups with the owner (see the Acceptable Quality of Work Levels). Excusable delays are classified as those delays beyond the PBCA's control such as unavailability of HUD funding, unreasonable delays caused by the owner/agent or HUD staff, and acts of God

Note: If a project action was entered in error, enter "Cancelled" as the Reason for Closure.

#### **IBPS #15 No REMS Entries**

CAOM measurement: Comparison of the dates on which reports are due with the dates on which reports are received.

#### **IBPS #16(a) Physical Inspection Follow Up (EH&S Findings)**

REMS Screens: Physical Condition

PASS Physical Inspection/EH&S Items Detail

Entries: Physical Inspection/EH&S Event Tracking: Add all appropriate tracking events as they occur:

"Owner Notified of Outstanding EH&S Deficiencies"

"Owner Confirmed that EH&S Deficiencies have been Mitigated"

"Owner Failed to Confirm that EH&S Deficiencies have been Mitigated"

"Section 8 Units Abated Due to Non-Compliance with Physical Inspection"

Comments: All relevant comments

CAOM measurement: Owners are expected to mitigate all exigent health & safety issues within 3 business days of the inspection. Upon receipt of the owner's certification that all EH&S findings have been mitigated, the PBCA is to enter a physical inspection tracking event

of “Owner Confirmed that EH&S Deficiencies have been Mitigated.” If EH&S issues are not mitigated by the owner immediately after the inspection, the PBCA must contact the owner and enter a project action of “Owner Notified of Outstanding EH&S Deficiencies.” The PBCA must continue to follow up with the owner until all EH&S issues have been mitigated and to enter all tracking events and all relevant comments in REMS

**IBPS #16(b) Physical Inspection Follow Up (Scores Below 60)**

REMS Screens: Physical Condition

PASS Physical Inspection/EH&S Items Detail

Entries: Physical Inspection/EH&S Event Tracking: Add all appropriate tracking events as they occur. For example:

“Formal Appeal of Score”

“Proposed Plan for Correction Received from Owner”

“CA Sent Monthly Open Physical Followup Report to HUD Date”

“Repairs Completed by Owner”

“Closed – Subsequent Inspection

“Section 8 Units Abated Due to Non-Compliance with Physical Inspection”

Comments: All relevant comments

CAOM measurement: The PBCA is to work with the assigned project manager in HUD on all properties that receive a physical inspection score of less than 60 and to enter all tracking events and all relevant comments in REMS.

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